Business Rules for Year End Enrollment Submission

1. Valid DOA types

2. District / Grade Combination: DOA and DOR must be approved for the grade submitted (with a few exceptions)

3. Synchronize Activity Codes:

   ✓ The first enrollment of the year in a single track must be an "E" code for that student/school/grade
   ✓ Only one "E" code is allowed for a student/school/grade in a single year exception the "EK" code (for a track change)
   ✓ Any "R" code value must synchronize with its previous "W" code
   ✓ When the school year is finished and after a lag period has elapsed so that the SAIS data is submitted, every student must have EITHER a year end status OR a withdrawal that is not followed by a readmission
   ✓ A student cannot have BOTH a year end status AND a withdrawal that is not followed by a readmission
   ✓ A student may not withdraw from school on the last scheduled day in session UNLESS the withdrawal is a W8 (deceased)
   ✓ WK is not a stand alone withdrawal code. WK must be followed by an EK. No other E codes can follow a W code.
   ✓ The last withdrawal for a student in a specific track in a specific school in a fiscal year cannot be a WK unless followed by an EK.
   ✓ If there is a withdrawal code *other* than WK, no E code of any kind can follow. Only a readmission would be proper in this case
   ✓ EK is not a valid enrollment code by itself. It is to be used following a WK withdrawal code for the sole purpose of a mid-year track change. EK cannot be the first Enrollment code in a fiscal year at a school for a student.
   ✓ An enrollment submitted with the EK activity code must not be accepted until the corresponding withdrawal with an activity code of WK has been successfully applied to the student's previous membership. This synchronization is required to avoid a concurrent enrollment.

4. Validate Grade Membership:

   ✓ There may be no gaps in Grade for a Membership. (A grade is required for every day of a membership.)
   ✓ There may be no overlaps between Grades for a Membership. (Only one grade may be reported for a single day of membership.)
   ✓ If a Grade has an Exit Status, it must also have an Exit Date and vice versa
   ✓ If a Grade has an Exit Status (but it is not "W"), it must have at least one subsequent Grade.
   ✓ The exit status from a Grade must make sense given the subsequent Grades

5. Validate Grade / Exit Status:

   ✓ Check that the grade exit code for withdrawal was not issued in error.
   ✓ When a student attended more than one grade during a school year, check that the grade exit code is logical given the sequence of grades the student attended

6. Synchronize Age / Grade: This series of rules validates age / grade combinations used for funding purposes.

   ✓ PS – entry - Must be within 90 days of their third birthday
   ✓ PS – exit - Must be less than 5 years old before Sept. 1st
   ✓ KG - Must be 5 years old by Jan. 1st
   ✓ UE – Must be 5 years old by Jan. 1st ADM funding stops the day student turns 22 years old
   ✓ 1st through 12th Grade and US – Must be 6 years old by Jan. 1st ADM funding stops the day student turns 22 years old
   ✓ KG in UE - A student meeting the statutory kindergarten age requirements and enrolled in a full time regular instructional program equivalent to the ungraded elementary (first-grade) level and receiving SPED Group B services may be graded as UE